

This guide has been created for Liberal Democrats to open a **Brand New** account online with Unity Trust Bank.

Go to <https://apply.unity.co.uk/>

Please answer the following **six** questions.

Stage 1 – Are you an existing Unity Trust Bank customer?

Please click **No**. When you select no you will see the following screen and the no box will go green like you can see below –

Are you an existing Unity Trust Bank customer?

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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Stage 2 - What type of organisation are you?

Please click Political Party

What type of organisation are you?

Please select the one which most applies to your organisation.

<input type="radio"/> Business	<input type="radio"/> Charity	<input type="radio"/> Co-operative	<input type="radio"/> Council
<input type="radio"/> Credit Union	<input type="radio"/> Membership	<input checked="" type="radio"/> Political Party	<input type="radio"/> Social Enterprise
<input type="radio"/> Trade Union	<input type="radio"/> Voluntary	<input type="radio"/> Something else	

Stage 3 – Does your head office already bank with us?

Does your Head Office already bank with us?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
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Branch name

Anytown Central

Branch code

2101


Please click yes and enter the Branch name and Branch code. ***This must be the name as it appears on Lighthouse. Please use the table below for guidance with the required format.***


	Branch Name	Branch Code
Local Parties	[Local Party Name]	[Local Party Code]
Example:	Anytown Central	2101
Regional Parties	[Regional Party Name]	[Regional Party Code]
Example:	West Midlands	01
State Parties	[State Party Name]	[Please type in N/A]
Example	England	N/A
Party Groups	[Full Party Group Name]	[Please type in N/A]
Example	Association of Liberal Democrat Engineers & Scientists	N/A
Agent Accounts	[Election Name] [Agent Initials]	[Local Party Code]
Example	2021 Scottish Parliament GF	2101


Stage 4 – How long has your organisation been running for?

Please click more than 18 months.

How long has your organisation been running for?


 Less than 12 months



 Between 12-18 months



 more than 18 months

Stage 5 – Where is your organisation based?

Please click United Kingdom.

Where is your organisation based?


 United Kingdom


 Another country

Stage 6 - Are any of your signatories under the age of 18?

Please click no.

Please be advised that we cannot open an account for anyone under 18 years of age.

Are any of your signatories under the age of 18?

 Yes	 No
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That's all we need to know. Just click below to check if you can apply.

If the submit button remains grey then there are errors with the form. These will be shown in red text. Please scroll back through the form to check all fields are completed correctly.



Stage 7 - Please type in your details in the boxes below.

Your contact details

We will send confirmation of your completed application to the email address supplied below. If you need to exit this application form before it's finished we'll email you a link so you can continue your application at a later date.

Full name	Postcode of your organisation
<input type="text" value=""/>	<input type="text" value=""/>
Preferred contact number	Preferred email address
<input type="text" value=""/>	<input type="text" value="firstname.surname@"/>

All the contact details need to display a  on the right so that you can see the next screen.

 If it is wrong then there will be an  .

Stage 8 – Please click the box below to select how you would like us to contact you.

Keeping in touch

At Unity we are committed to respecting and protecting your privacy. From time to time Unity Trust Bank and 3rd parties may contact you about other products and services we provide. Would you like to receive marketing information?

Email

Phone

Post

Text message

No thank you

You can amend or withdraw your consent at any time by changing your organisation's marketing preferences on our website at <https://www.unity.co.uk/update-your-details>. More information can be found at <https://www.unity.co.uk/privacy-statement>.

Stage 9 – Which account do you want to apply for?

Please click the account(s) you want to apply for and the box will go green.


Which account(s) do you want to apply for?

A current account

A savings account

Stage 10 – How many accounts would you like to open? Please click the arrow to choose 1 or 2.

How many accounts would you like to open?

1 

Stage 11 – Please enter your annual turnover? (Approximately how much money you expect your local party/group to receive into your account each year)

What is your annual turnover?

£ 1,000

Stage 12 – How many transactions do you expect on your Unity account in the next 12 months? (Approximately how many payments in and out of the account over the next 12 months)

How many transactions do you expect on your Unity account in the next 12 months?


Stage 13 – How much of your turnover do you expect to go through your Unity account in the next 12 months? (Approximately how much of the money that your Party/Group receives will be paid into your Unity account.)

How much of your turnover do you expect to go through your Unity account in the next 12 months?

Stage 14 – Are you happy to proceed? Please click yes and the 'yes' box will turn green.

Are you happy to proceed?

Yes No

 Loading...

The next page contains section 1 of the application form

Stage 15 – Please enter the following details about your organisation. Type your organisation name and telephone number into the correct box below. Please note that the registered address is the address of the Local Party/Group

Section 1

Section 2

Section 3a

Section 3b

Section 3c

Section 4

Section 5

Your organisation



Please note, all fields marked with a red asterisk are required.

Organisation name *



Local Party Name

Your organisation's name will be included as part of your correspondence address.

Please remove this from any correspondence

Website

Phone number *

0345 140 1000



Registered address *



Start typing to see results

Enter address manually

Unity Trust Bank
4 Brindley Place
Birmingham
B1 2JB
United Kingdom

Legal status / entity type *

Political Party



Legal status / entity type (if more than one)

Please select



How many employees and / or volunteers do you have? *

0-249



Is your balance sheet total less than 43 million euros? *

No



Please fill in the following with the description below.

Tell us a little about your organisation *



Political Party

Please describe where the funds you are using to open your account originated from *



N/A

Please describe where the organisation's funds came from *



N/A

Please select which option best describes evidence to support the above question *

Bank statements

How did you hear about us? *

H/O Directive

Stage 16 – Please can you add your Key Contact details in the form as shown in the example below.

Title *
 Mr Mrs Miss Ms Dr Other

First name * Middle name(s)

Last name *

Correspondence address * i

Unity Trust Bank
4 Brindley Place
Birmingham
B1 2JB
United Kingdom

Personal address * i

Unity Trust Bank
4 Brindley Place
Birmingham
B1 2JB
United Kingdom

Has this person lived here for more than three years? *
 Yes No

Main contact phone number * Other contact phone number

Email address *

Date of birth (DD/MM/YYYY) * Nationality *

Country of residence * i

Do you want the key contact to become an authorised signatory? *
 Yes No

Would you like to register your key contact for Internet Banking? *
 Yes No

Internet Banking Memorable Name * i

IMPORTANT: This Memorable Name will be used for Internet Banking registration. Make sure all Internet Banking users know their Memorable Name because they will not be able to log in without it.

What access does the key contact need? *
 View the account and authorise payments (VA)
 View the account and submit payments (VS)
 View the account, submit and authorise payments (VSA)
 Authorise payments only (A)
 View the account only (V)

Once you have completed the Key Contact section, please click the orange button, to continue to section 2.

You are now on Section 2 of the application form – Your Banking

Stage 17 – Please can you fill in the following section of the form, depending on what features you would like from your account.

Section 1 Section 2 Section 3a Section 3b Section 3c Section 4 Section 5

✓ Your banking ✓

Please note we do not offer a debit card facility.

Does your head office have the powers to borrow? *

Yes No

Do you require any of the following to operate your account? * i

Cheque book Paying in book Neither

Do you anticipate any foreign transactions over the next 12 months? * i

Yes No

Liberal Democrats does have the power to borrow. Please select 'Yes'.

Paying in Cash - If you click yes then you will see the following, if you click no then you can continue to the next page.

Paying in cash ✓

You can pay in up to £5,000 in cash per transaction and 149 cheques per paying in slip at any NatWest, RBS or Ulster Bank branch with your paying-in book. You can pay in cheques by sending them in an envelope to our freepost address: Freepost UNITY TRUST BANK 1984. You can also pay in cash at a nominated Post Office® counter.

Would you like to pay in cash at a nominated Post Office® counter? * i

Yes No

Post office branch * i

Post Office® address * i

Start typing to see results Enter address manually

How much do you expect to pay in on average? *

£

When do you expect to pay in cash? *

Daily Weekly Monthly

Transferring your accounts – if you would like to transfer your existing account to Unity then please click yes and fill in the following. If you do not want to transfer your existing account then please click no.


Transferring your accounts

We are unable to transfer Building Society accounts to us. You will need to close your account with your Building Society before setting up your Direct Debits and Standing Orders with us.

Would you like to transfer your current bank account(s) to Unity? *

Yes No

Account #1

Sortcode branch lookup * 

xxxxxx

Account name *

Account number *

How long have you been with this bank? *

What would you like to do? *

Please transfer the Direct Debits, Standing Orders, account balance and close the account.

Please transfer the Direct Debits and Standing Orders and keep the account open. We understand that we will need to transfer the account balance ourselves.

Please transfer the balance and close the account. We do not have any Direct Debits or Standing Orders.

[* Collapse](#)

If you would like any additional products and services, then please click the following.

Additional products and services

We offer a range of other accounts and services that your organisation may need. Please let us know if you would like to know more about the services listed below.


Unity e-Payment: Ideal for making and receiving bulk payments like salaries and recurring supplier payments. Visit unity.co.uk/epayments *

Email Phone Post No thank you

Unity Corporate Multipay Card: A corporate charge card which can be managed online - set transaction and spending limits and access statements instantly. Visit unity.co.uk/multipay *

Email Phone Post No thank you

If you need any other services, you can set these up once your account is open. Terms, conditions and eligibility criteria apply to some of our products and we will carry out credit checks. Submitting an application for additional products and services does not guarantee that you will be accepted.

 [Continue to section 3](#)

Once you have completed the Your banking section, please click the orange button, to continue to section 3a.

You are now on Section 3a of the application form – Your Signatories

Please add additional signatories by clicking yes on the form and fill in the additional information. **Please be advised you must have a minimum of two signatories as per your Head Office requirement.** Remember that if you have asked for the key contact to be a signatory under Stage 17 then you there is no need to enter their details in again below.

Section 1 Section 2 **Section 3a** Section 3b Section 3c Section 4 Section 5

Your signatories

All cheques and instructions must be signed according to your banking mandate. This is made up of your signing instructions and the authorised signatories you provide below. If you would like the key contact to become an authorised signatory you do not need to supply their details again. If you haven't selected this option yet, you can return to the key contact section to do this.

Would you like to specify any additional signatories? *

Yes No

Signatory #1

Title *

Mr Mrs Miss Ms Dr Other

First name *

Middle name(s)

Last name *

Personal address *

[Enter address manually](#)

Has this person lived here for more than three years? *

Yes No

Date of birth (DD/MM/YYYY) *

Phone *

Email address

Nationality *

Country of residence *

Would you like to register for internet banking? *

Yes No

[* Collapse](#)

[+ Add another signatory](#)



[Continue to additional internet banking users](#)

Once you have completed the Your Signatories section, please click the orange button, to continue to section 3b.

You are now on Section 3b of the application form – Additional internet banking users.

Please note that you must have a minimum of two internet users on the account.

Section 1 Section 2 Section 3a **Section 3b** Section 3c Section 4 Section 5

Additional internet banking users ✓

If you have already supplied details of individuals in the key contact or signatory sections of this form – you do not need to supply their details again. If you haven't selected their internet banking options please return to the relevant section to do so.

Would you like to specify any additional internet banking users? *

Yes No

Internet banking user #1 ✓

Title *

Mr Mrs Miss Ms Dr Other

First name *

Middle name(s)

Last name *

Personal address *

[Enter address manually](#)

Has this person lived here for more than three years? *

Yes No

Date of birth (DD/MM/YYYY) *

Phone *

Email address *

Nationality *

Country of residence *

Internet Banking Memorable Name *



IMPORTANT: This Memorable Name will be used for Internet Banking registration. Make sure all Internet Banking users know their Memorable Name because they will not be able to log in without it.

What access does the internet banking user need? *

- View the account and authorise payments (VA)
- View the account and submit payments (VS)
- View the account, submit and authorise payments (VSA)
- Authorise payments only (A)
- View the account only (V)

[Collapse](#)

[+ Add another internet banking user](#)



[Continue to linked individuals](#)

Once you have completed the additional internet banking users section, please click the orange button, to continue to section 3c.

You are now on Section 3c of the application form – linked individuals.

✓ Linked individuals ✓

To comply with regulatory requirements, we must validate the identity of all individuals linked to your account, including those who may not be signatories. If you have already supplied details of individuals in the key contact, signatory or additional internet banking users sections of this form – you do not need to supply their details again.

Linked individuals include:

- All Directors, Trustees, Partners, Shareholders, Officers of the organisation, partnership or company.
- Any individual owning or controlling (in their own name or via another person) 25% or more of the capital, profit or voting rights of the organisation, partnership or company.

Would you like to specify any linked individuals? *

Yes No

Continue to section 4

Please click **NO** as the linked individual section is **not applicable** to Political Parties.

You are now on Section 4 of the application form – Your permissions, your statements and your online banking authority levels.

Please be advised no Liberal Democrat account can operate as Sole Signatory

Your permissions ✓


Please add more signatories in the previous section to see more permission options.

How many signatories are needed to give permissions on this account? *


Any One Both Custom

Your statements ✓

Online statements are available through our Internet Banking service. You will need access to Internet Banking to view your statements. If you prefer not to use Internet Banking please choose 'paper statements'.

Your statements will be available to view online. 

If you prefer paper statements please tick the box

Statements are sent quarterly, if you prefer a different frequency please indicate below: 

Please select 

Please select the person who should receive your online statement notifications: *

Please select 

Please be advised Liberal Democrat account must have a minimum of DUAL authority on Internet Banking

Your online banking authority levels ✓

We recommend either two or three individuals to keep your organisation's banking safer online.

How many users are needed to make internal transfers between linked Unity Trust Bank accounts? *

- Single: payments are made by one user
- Dual: payments are made by two users, with one user submitting the payment and the other authorising it

How many users are needed to make external bill payments or standing orders? *

- Single: payments are made by one user
- Dual: payments are made by two users, with one user submitting the payment and the other authorising it

Please select the person who should administrate your Internet Banking account. *

Please select ▼

Your online banking payment limits ✓


Our Internet Banking service also offers you flexible payment limits that can mirror your cheque signing mandate. You can choose the number of users and/or names of users you need, according to the payment amount.

Would you like to specify the number of users who need to be involved to make transactions over a certain amount? *

- Yes No

Would you like to specify who needs to be involved to make transactions over a certain amount? * i

- Yes No

 [Continue to section 5](#)

You are now on Section 5 (Final section of the application form). Please complete the Resolution and Declarations

✓ Financial Services Compensation Scheme ✓

Please tick to confirm you have read and understand the [FSCS information sheet](#).*

I have read and understood the FSCS information sheet

✓ Your resolution and declaration ✓

Your resolution

- We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening [Terms and Conditions](#).
- We accept Unity's [Terms and Conditions](#) and appoint them as our Bankers.
- We acknowledge that Unity's [Terms and Conditions](#) may vary from time to time and we agree to be bound by them.
- We will provide Unity with instructions and changes in line with the mandate.
- Unity should rely on this Mandate until we send future amends.
- We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.
- We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

Tick here to agree to the resolution

Your telephone and Internet Banking declaration

- I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
- I/We agree to use the Internet Banking Service in accordance with the [Terms and Conditions](#).
- The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.
- The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.
- Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.

Tick here to agree to this declaration

Your declaration

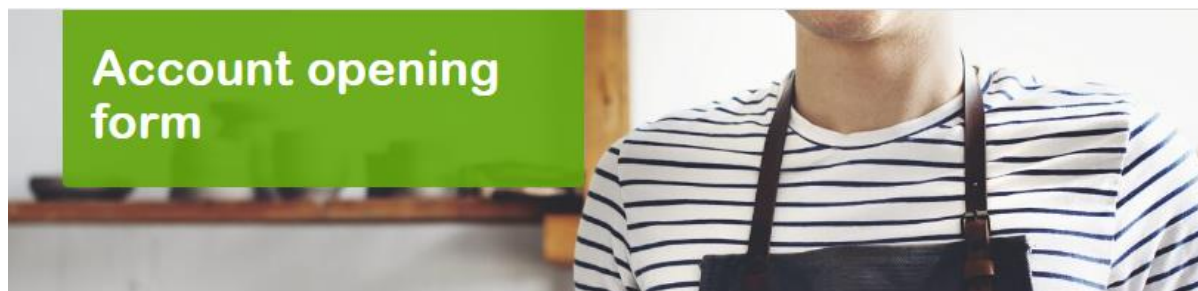
- I/We acknowledge your right not to grant or to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.
- I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.
- We confirm that we have read the [Terms and Conditions](#) for the bank's accounts and agree to and acknowledge that we will be bound by them.

Tick here to agree to this declaration

You have completed all sections of this form. Before completing your application, please check you're happy with the details by clicking on section heading tabs 1-5. Once the application has been completed you will no longer be able to amend it. Please print and sign where applicable and send the form, along with all supporting documentation to Customer Accounts Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG.

[Complete application](#)

Once you click complete application it will take a few minutes for your application to process. Once the application has finished processing, it will display a similar page to below;



Thank you

We have received your application. Your application is available to view and print for your records. You do not need to send this to us as we have received it electronically.

[Application form](#)

What next?

There are 3 steps to complete your application:

1. Print and sign the following

[Submission form](#)

2. Get verification documents for the individuals listed

- Mr TEST 01
- Ms TEST USER

Please refer to '[Proving Your Identity](#)'. This leaflet explains the process in greater detail. To avoid delays please ensure only paperwork listed is provided, as no other documentation can be accepted. Please be advised that original documents will always be returned. We will accept a scanned copy of a valid passport and photocard driving licence.

3. Send us your information

We provide two ways to send us your information; please choose one of the following:

Option A - Upload your information

Please upload your documents using the file upload tool. You will receive an email to confirm that we have successfully received your documents.

Option B - Send us your information in the post

Customer Accounts Team
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

We are unable to progress your application until we have received your Submission Form.

Need some help?

Lines are open Monday to Friday 8:30am-5:00pm with the exception of Thursday when lines are open 9:30am-5:00pm.

[0345 140 1000](tel:03451401000)

us@unity.co.uk

[Account opening FAQ's](#)

[Account management FAQ's](#)

[Cookie policy](#)

Reference: APP-247053

Drag and drop your documents here

[Browse Files](#)

(Max upload size: 4 MB)

IMPORTANT: Please note we only require the signed submission form and Identity documents (if applicable) which can be uploaded using the **tool** as displayed above.

You have now completed your application to Unity, we will be in contact with you soon. Thank you!

You will receive an email to confirm that Unity have received your application.